



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED

Head Office

Motijheel

Dhaka, Bangladesh.

Human Resource Management Division
Officer Management Department(Section-1)

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NO. HRMD/OMD/SEC-1/13196

Ms. Syeda Seema Taif (G-35395)
Senior Principal Officer
Business Development Division
Sonali Bank Limited
Head Office
Dhaka.

Dear Sir,

Subject : **Sanction of 15 days outside Bangladesh leave with full pay to visit India.**

ইনডোরমেন্ট (সংক্রান্তি বিতরণিকরণের জায়গা)
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা
তারিখ: 17.10.2018
এসিও-1/2/3, এসপিও/সি, প্রোগ্রামিং, ইটি (অফিস)
১. উপস্থাপন করুন
২. পরামর্শ করুন
৩. প্রত্যাহার দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পত্রাদি দিন
৬.বিতরণ বস্তু সম্পাদন করুন
ডেপুটি ডেনারেল ম্যানেজার

Dated : 16 October, 2018

Reference may please be made to the letter no. 853 dated 08 August, 2018 of Business Development Division, Sonali Bank Limited, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the authority has sanctioned 15 days outside Bangladesh leave including transit period and government/weekly holidays from the date of availing with a permission to visit India under the following terms & conditions:

Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank Limited & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

Sd/-

(Md. Nurullah Khan)

Assistant General Manager

Copy forward for kind information & necessary action to:

01. The Deputy General Manager, Business Development Division, Sonali Bank Limited, Head Office, Dhaka, with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the letter in the Bank's website.
03. Immigration Officer, All Airports/All Landports, Bangladesh.

Assistant General Manager

Md. Nurullah Khan
Assistant General Manager
Human Resources Mgt. Division
Sonali Bank Limited
Head Office, Dhaka.